



608 Threads - Production Assistant

We're looking for a hard working, career-minded individual who is ready to grow with us. As our lead production assistant, you will serve as an integral part of our team and take on a variety of duties and responsibilities throughout the production process.

No experience necessary, but some screen printing and/or graphic design knowledge is welcome. We will train you on all equipment and industry basics and help you grow into this position. This role demands high attention to detail, quick and creative problem solving and ability to work in a fast-paced (and sometimes unpredictable) work environment. We're looking for someone who can work independently on their own tasks and responsibilities but also come together with the team for production purposes. The ideal candidate **must** be a self-starter. We expect this position and its responsibilities and role to grow along with our business. The goal will be for this position to eventually manage the 608 Threads screen printing production floor and schedule.

608 Threads specializes in custom screen printing and embroidery for businesses, organizations, schools, teams and groups. We are a small but fast-growing company, already garnering a national customer base and serving a wide variety of clients.

Day to day duties include:

- Finalizing and printing design films; Also organizing digital and film files
- Burning and setting up screens
- Cleaning and reclaiming screens
- Checking in and counting all apparel and merchandise
- Assisting press operator in setting up press, inventory, inks
- Printing invoices and shipping/delivering product to customers
- Managing client software for production phases
- Communicating with clients when needed
- Offering a positive, can do attitude
- Continuous learning of industry trends, insights and efficiencies
- Learn these and other duties as needed for team success
- Pulling shirts from press and dryer during production

Job responsibilities will include:

- Operating automatic ROQ 8 station automatic press
- Operating manual press
- Operating heat transfer application machine
- Ink Mixing
- Walking, bending, pushing, pulling and lifting up to 50 lbs., while practicing proper safety procedures
- Working in a standing position for extended periods of time, 6 -8 hours daily

Job hours:

Approx 32 hrs per week

M-F daily hours (flexibility with production and work/life balance)

Hourly paid rate (based on experience)

Paid holidays/vacation package

If interested, please submit a resume, cover letter and three references to info@608threads.com. Please note importance of cover letter and offering examples of work ethic, your attention to detail, following through on projects and problem solving. We are looking for a motivated person to grow in this position! For references, we encourage listing individuals with whom you've demonstrated the above characteristics and skills needed for this position.

Learn more about 608 Threads at www.608threads.com.

We will begin interviewing applicants immediately and until the position is filled. Submit your materials ASAP if you believe you are ideal candidate for this job!